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State College Prepares to Welcome MARAC

Paterno Library under construction, Pennsylvania State University, 1997

Welcome to State College!!

The Local Arrangements and Program Committees invite you to State College in the beautiful rolling hills of Central Pennsylvania — the home of The Pennsylvania State University, **May 6-8, 1999**, for the MARAC Spring meeting. State College is the "quintessential college town" and has a wonderful mix of shops, restaurants, and accommodations. The Penn Stater Conference Center – site of the meeting – has marvelous spaces for workshops, sessions, meetings, and conversations. It is located a short distance from downtown State College and the University Park campus.

The Local Arrangements Committee is arranging tours of Victorian Bellefonte, Historic Boalsburg (home of the Memorial Day celebration), Mount Nittany Vineyard and Winery, Altoona and its railroading heritage, as well as the Penn State campus and the University Libraries' own Special Collections units. There will be the ***1st MARAC Golf Tournament***, hiking up famed Mount Nittany or Bear Meadows Natural Area, family-focused tours of the Happy Valley Friendly Farm and Pasto Agricultural Museum. The Friday evening reception will be held in the dramatic and striking rotunda of Penn State's Administration Building, ***Old Main***. We will end our stay in State College with a delightful afternoon picnic at the historic ***Centre Furnace Mansion***.

The Program Committee has chosen a theme for this meeting: ***Archives Under Construction***. At least one session from each time block will be devoted to building and construction issues (T1). A second track utilizes the Penn Stater's state-of-the-art conference facilities to highlight technological advances in the industry (T2). A third track focuses on basic archival themes and skills (T3). The plenary speaker, ***Fred Loomis***, Executive Director of the Commonwealth of Pennsylvania's Y2K Educational Outreach Program, will discuss the myth and realities of the Y2K problem and its significance for archivists and records professionals. Photography historian, ***Heinz Henisch***, will be our luncheon speaker. He will share with us the early history of photography and its importance in our documentary heritage.

The meeting is planned to offer a variety of opportunities for archivists and records professionals at all stages of their careers. We're looking forward to seeing you in beautiful Happy Valley and sharing with you the special place that is State College, PA.

Questions about Local Arrangements can be addressed to ***Jackie Esposito*** at (814) 865-7931 or JRE@PSULIAS.PSU.EDU. Questions about the Program can be addressed to either ***Diana Shenk*** at DXS@PSULIAS.PSU.EDU or ***Sue Hamburger*** at (814) 865-2067 or SXH@JPSULIAS.PSU.EDU.

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Important Program Change for the Meeting in State College

Addendum to Preliminary Program

Saturday, May 8, 1999 11:15 a.m. - 12:45 p.m.

S21 Constructing a Matrix: Appraisal of the Monetary Value of Stamps, Coins and Postcards in Archival Collections (*T3*)

Most archival collections have stamps, envelopes, coins, and postcards. Often archivists neither have the resources to deal with these "treasures" nor the expertise to understand their value. This panel features collector experts for three of the most common formats: stamps, coins and postcards. Discussion will focus on recognizing characteristics, appraising your collection, assigning monetary values, and identifying potential uses for these formats.

Chair: Leonora Gidlund, Deputy Director, Archives, Department of Records and Information Services, New York Municipal Archives

Presenters: Doug Mattox, Collector/Appraiser, Coins and Stamps, Raleigh, North Carolina

William Welch, Collector/Appraiser, Stamps, American Philatelic Society

Nan Butkovich, Associate Librarian/Private Collector, Postcards

If you intend to attend this session, please add it to your choices on the registration form.

Of Mailing Times and Deadlines

The Spring and Fall issues of the Mid-Atlantic Archivist (*MAA*) are delivered by first class mail. The purpose of the change was to ensure that members receive information on MARAC meetings in plenty of time to plan their attendance. The Summer and Winter issues continue to be delivered via slower fourth class mail.

The editor wishes to thank all those who have contributed to the *MAA* in the past and hopes that such contributions will continue or increase in the future. The deadlines for the four issues remain March 1, June 1, September 1, and December 1. With your help we can get the *MAA* to you in a timely manner regardless of how it is sent.

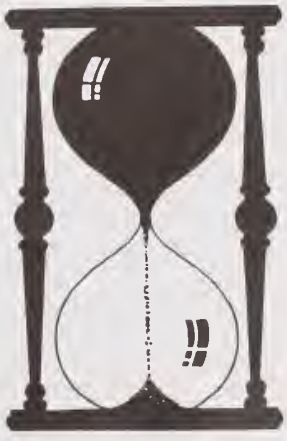
Additional Descriptive Materials for Workshops - W1 and W2.

W1 - Preserving Photographs in a Digital World - Basic

The workshop will start with an introduction to digital imaging. A variety of important concepts, including resolution, bit depth, color models, various types of image processing, and compression, will be illustrated. In addition, various hard copy options and digital storage media will be shown, and issues concerning their longevity will be discussed.

W2 - Preserving Photographs in a Digital World - Advanced

This workshop will build on the information covered in W1. Although W1 is not a prerequisite for this workshop, participants should have a basic understanding of digital imaging techniques and applications. The instructor will "walk through" a digital project in a library and archive environment and illustrate the most important points to consider, such as the different rendering intents based on the type of originals, the difference between scanning from an archive and scanning for pre-press purposes, general quality requirements for pictorial imaging data bases, and issues involved in maintaining digital images over time.



. . . from the chair

Dues Increase Proposed

For the better part of the past year, the Steering Committee, in conjunction with the Ad Hoc Committee on Contractual Services, has been investigating the possibility of hiring an association management firm to assist our numerous and hardworking volunteers with some of the burdensome administrative duties necessary to the smooth running of any organization. This investigation was mandated by the Strategic Plan adopted by the MARAC membership at the Fall 1996 Business Meeting. The Strategic Planning Committee realized that our volunteers, particularly those involved in organizing and running conferences, were experiencing burnout due to the heavier burden of administering a larger and more complex organization. Moreover, our members' employers allowed for less flexibility in work time than in the past, and our members' institutions were too stretched by fiscal constraints and the growing complexity of archival work to continue to provide pro bono services to MARAC to the same extent as in the past.

Members have been kept informed of the progress of the Ad Hoc Committee's efforts through a series of articles in the *Mid-Atlantic Archivist* (*MAA*) over the course of the past year. At the Fall 1998 Conference in Washington, D.C., the members assembled at the Business Meeting heard that a firm, Kimball and Associates, had been selected by the Steering Committee and that the Steering Committee would be voting on a dues increase at their winter meeting. On February 19, the Steering Committee voted to approve the Finance Committee's recommendation that the basic dues amount be raised to $35.00 per year (this amount will now include retirees) with the student dues raised to $20.00 per year.

According to the MARAC Bylaws, annual dues are established by the Steering Committee, but are subject to ratification by a majority vote at a business meeting. Notice of dues changes are required to be mailed to members at least thirty (30) days before that meeting. The dues amounts stated above will be voted on at the Spring 1999 Business Meeting in State College, Pennsylvania on Saturday, May 8, 1999. An official notice of the proposed dues changes and the upcoming vote was enclosed in the ballot mailing that all members received in March. Additional information about the dues increase is published in an article by MARAC Treasurer Becky Collier in this issue of the *MAA*.

In recent years, MARAC dues have gone from $5 in 1981 to $10 in 1984 to $15 in 1993. The Steering Committee is very much aware that the proposed dues increase is a sizeable one and that the increase may have some deleterious effects on our membership, at least initially. However, we do believe that the costs of belonging to MARAC will still be remarkably low when compared to the costs of other organizations, and that MARAC costs will seem particularly low when viewed in the context of the educational and collegial benefits of membership. Further, we believe that this increase is an essential step in making our organization stronger and improving and expanding our low-cost educational services. The hiring of this management firm is the best way to preserve the spirit and reality of volunteerism in our substantive and educational programs. We have no intention of duplicating the more elaborate administrative structure of some of the national organizations, nor do we intend to charge dues or conference and workshop fees that are anywhere near the higher costs charged by these organizations. We are not looking to hire an executive director or other staff but just to contract out some of the administrative burden of the organization.

I encourage you to go back and read the Strategic Plan (published in the Fall 1996 issue of the *MAA* and posted on the MARAC website: http://www.lib.umd.edu/MARAC/marac-hp.htm) and the articles regarding the hiring of contractors in the Summer 1998 and Winter 1999 issues of the *MAA*. As was stated in the second of these articles, the proposed MARAC dues will cost each member about ten cents a day or less than $3 per month. I hope that you will come to share the view of the many MARAC members who have struggled with these issues over the past year that this dues increase is necessary to make our organization stronger "as member-volunteers focus their creative energies on workshops, programs, publications, outreach, and other efforts to benefit our profession, and to draw the MARAC community closer" (*MAA* Winter 1999).

I hope to see many of you in State College in May when we come together to vote for MARAC's future. If you have any questions regarding the dues increase, please feel free to contact me at the numbers and addresses given below.

Janet Linde
MARAC Chair
c/o American Civil Liberties Union
125 Broad Street
New York, NY 10004
Phone: 212/549-2509
E-mail: jlinde@aclu.org

★★★★★★

Visit MARAC's Website at http://www.itd.umd.edu/MARAC/marac-hp.htm

★★★★★★

Dues Increase Proposed

At the Washington, D.C. conference held last fall, one of the topics of discussion at the Saturday morning MARAC Business Meeting was the proposal from the Steering Committee to hire Kimball and Associates (K&A) as our association management firm. The Finance Committee was charged with the task to decide how to pay for these needed services. At the Winter Steering Committee meeting, the Finance Committee proposed a dues increase, and I want to explain the reasons why.

MARAC derives most of its annual income from two sources: membership dues and conference income. Though there are other sources of income in the MARAC budget, none of the others compare to these two categories in dollar amounts. A quick look at the "1998 Actual" in the Treasurer's Report will show you that we did very well conference-wise last fiscal year ($17,854.51). We received monies (which include the payback of the advance and the actual profit) from three conferences (two Wilmington conferences and Charlottesville). This year, we have received the profit from the Saratoga Springs meeting ($9,763.87). The profit from the Washington, D.C. conference may be as little as $2,000 because of tax-exempt problems. As you can see, conferences are not a reliable source of income even though MARAC has come to depend, almost subconsciously, on highly profitable conferences to subsidize its spending.

For some members, the solution is to raise conference income. I do not agree for two primary reasons. Firstly, conference attendance cannot be predicted. Many MARAC members who would otherwise go to these conferences work for organizations which do not have funds available to pay for conference trips as they used to be able to do. In these times of downsizing and budgetary constraints, those same organizations also are not able to provide other conference support which helped to lower costs for the Local Arrangement Committees. Basically, it is costing MARAC more to put on a conference today than it did five or six years ago, and that means lower profits.

Secondly, MARAC has always stressed that it is an organization dedicated to improving education and training in the archival profession. This is one of our major goals in our strategic plan. All MARAC conferences promote education and training. If we seek to recover a higher profit from conference income, we will be charging a much higher registration fee (and probably other fees) to fewer conference goers. You can well imagine what that would do to conference costs. MARAC conferences would soon be small, cozy affairs for members who can afford it. To add another point here, those who can benefit the most from education and training opportunities are just beginning their careers in the archival profession. They are also the ones not making "great fortunes" in the archives business (are any of us?) and least able to afford high conference costs. By raising our conference costs for a higher profit, we will be depriving those who most need the educational benefits of our conferences.

This leaves us looking again at membership dues. To pay for the services of K&A and to cover 85% of our mandatory costs (which comes to approximately $35 per member), we need to increase regular/retirees membership to $35 and student membership to $20. This provides MARAC with a more dependable source of income than the potential profit from a MARAC conference. MARAC operating costs are spread equitably among a larger MARAC membership rather than a smaller number of attendees of a MARAC conference.

As a final note, I want to point out that this dues increase is being recommended as a financial planning measure. We have not increased dues since 1993. Many of you would like us to use our current funds to pay for these increase expenditures. This action is not financial responsible, economically sound, and only delays the inevitable. Even if we did not hire a management firm, MARAC would have to increase dues (approximately $20 per member) to cover current expenses without using up our reserves. Since a dues increase would go into effect next fiscal year, we will use up some of those reserves during the transition. What we must do, however, is to avoid continued loss of funds each year—funds that are earmarked for the education endowment per the strategic plan and for the one-year operating funds held in reserve per the decision of the Steering Committee.

Please look over the Treasurer's Report and the cost analysis that show our mandatory costs. Both are in this newsletter. If you have questions regarding this increase, please contact me by telephone (301)713-7250 x262, by fax (301) 713-7482 or via e-mail rebecca.collier@arch2.nara.gov. Or you may write to Rebecca L. Collier, MARAC Treasurer, c/o NWCTM, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001.

Proposed Dues Increase
Cost Analysis

Mandatory Expenses: These are expenses that MARAC has a legal obligation to pay, such as taxes filings, insurance, our membership in NCCPH, mailing costs, and MARAC publication costs. The Finance Committee currently audits the treasurer's books each year. After MARAC hires Kimball, the audit responsibility should be done by professionals.

1999 General Expenses:	
Secretary	$ 50
NCCPH	$ 750
DE Taxes & Filing Fees	$ 100
Legal/Insurance	$ 500
Total:	$ 1,400

Administrator Expenses:	
Stationary/Printing	$ 300
Mailing Costs *MAA*	$ 2,185
Membership Renewal	$ 590
Ballots	$ 598
Directory	$ 897
Publications	$ 1,500
Office	$ 100
Total:	$ 6,170*

*institutions of members currently subsidize MARAC mailing costs

Treasurer Expenses:	
Tax Accountant	$ 500
Postage & Bank Charges	$ 200
Total:	$ 700

Publishing expenses:	
MAA	$10,800
Technical Leaflets	$ 1,600
Directory	$ 2,800
Total:	$15,200

Grand Total Mandatory Expenses:	
(without Kimball)	$23,470
(with Kimball)	$40,384
(annual audit costs)##	$ 1,300

not currently budgeted

Income From Dues:

Let's calculate how much dues income MARAC receives from its members---first based on the current dues structure and then by the proposed dues increase.

Current Membership (as of 11/98):

1060	full membership/Retirees
70	student membership
42	"Institutional" membership (just get newsletter)

	DUES CURRENTLY	PROPOSED DUES
Regular Members	$15	$35
x 1030	$15,450	$36,050
Retired Members	$5	$35
x 30	$150	$ 1,050
Student Members	$5	$20
x 70	$350	$ 1,400
Institutions	$15	$35
x 42	$630	$ 1,470
Total Income from Dues	$16,580	$39,970**

Now let's look at our total expected expenditures for 1999 without Kimball (if we do not pass the dues increase proposal) and with the added costs of Kimball. The monthly fee for Kimball is included in the Mandatory Expenses category. Since Kimball will be responsible for publishing our publications and setting up our conferences, the current costs of Publications and the Conference Advances are not included in the Total Expenses (with Kimball).

1999 Total Expenses (without Kimball):	
Mandatory Expenses	$23,470
Committee Expenses	$ 6,593
State Caucus Expenses	$ 1,531
MARAC Archivist	$ 500
Awards	$ 475
MARAC Scholarship	$ 2,431
Conference Advances	$ 5,000
Total:	$40,000

Total Expenses Covered by Dues:	$16,580
Total Expenses Covered by other income:	$23,420

Total Expenses (with Kimball):	
Mandatory Expenses	$41,684
Committee Expenses	$ 6,593
State Caucus Expenses	$ 1,531
MARAC Archivist	$ 500
Awards	$ 475
MARAC Scholarship	$ 2,431
Conference Advances	$ 0
Total:	$53,214

Total Expenses Covered by Dues:	$16,580
Total Expenses Covered by other income:	$36,634

85% of Total Mandatory Expenses:	$35,431
Rate of Dues Required to cover 85%:	$35/$20**

The Finance Committee did not want to over burden the membership by requesting that 100% of MARAC Mandatory Expenses be covered by dues. Instead, the Committee requested that 85% of the costs be covered. Using our computed income from dues and in order for MARAC to cover 85% of the mandatory expenses, our dues structure needs to increase to $35 for regular membership/retirees and $20 for students.

State & Local News

Winter tends to be a time for planning for the future and for reflecting on the past. What follows will be an opportunity both to reflect on the programs and accomplishments of the state caucus representatives and of the organizations in the MARAC region and to look forward to the wonderful programming that is planned for later in 1999. And now the news. . . .

D.C.

Upcoming in the District is an electronic records workshop that will be held in either March or April. Contact Susan McElrath, D.C. Caucus Chair, for details. Her phone number is (202) 673-2402 and her email is Susan_McElrath@nps.gov.

Delaware

To announce and celebrate the opening of the Avon Products, Inc. archive, Hagley Museum and Library will display "Selling Beauty: A Century of Avon Products." This display will be open April 27 through June 4 in the Soda House galleries.

★★

The Delaware Historical Records Advisory Board's strategic planning project is underway. The project will result in a formal strategic plan for Board implementation that covers the period July 2000 through December 2004. This new plan will, in particular, emphasize potential coordinated and cooperative opportunities that completion of the new Delaware Public Archives facility in December 2000 will allow the Board to pursue. In an eighteen-month planning period that began January 1, 1999 and ends on June 30, 2000, the Board will:

- hold three strategic planning "retreats" during which it will conduct a stakeholder analysis; both an external and internal "environmental scan"; revisit and revise if necessary the Board's Mission Statement; develop a series of key objectives (along with strategies and activities for achieving these objectives) for the time period July 2000 through December 2004 and revise its priorities for grant funding for Delaware historical records repositories;
- document in a report to the Governor and the General Assembly progress meeting needs and achieving objectives that the Board established in both its 1986 and 1994 Board planning reports;
- hold at least six one-day focus group sessions with targeted audiences for each: professional historian community; non-professional historian research community; administrators representing the major historical records repositories in Delaware; the Delaware Local Records Commission; local historical societies and museums that hold historical records; and members of the MARAC Caucus from Delaware;
- revise and update the Directory of Historical Records in Delaware though a survey of Delaware historical records repositories. (In a note from Barbara Hall, Delaware Caucus Chair, she mentions that this refers to both hard copy and digital formats);
- hold two continuing education events, the topics to be determined from the environmental scan and focus group activities.

★★

The Hagley Museum and Library just took down a recent display, "Pierre S. du Pont and African American Education in Delaware" that celebrated Black History Month. The exhibit drew heavily on manuscript material from the Manuscript and Archives Collections and photographs from Pictorial Collections. The exhibition traced the impact of du Pont's philanthropy on behalf of African American education (chiefly by building or rebuilding 89 school buildings throughout the state between 1919 and 1940) and the response of black community to his modernization program. Currently there are efforts underway to place the remaining schools on the National Register of Historic Sites. (The exhibit closed February 28, 1999.)

For more information contact Barbara D. Hall, Delaware Caucus Chair, at (302) 658-2400 x277 or by email at bdhall@udel.edu.

Maryland

On March 24 the Maryland Caucus will meet at the Archives of the Johns Hopkins Medical Institutions in Baltimore. The meeting, which will be hosted by Lisa Mix and Nancy McCall, will provide attendees with a tour and a presentation on the organization's current projects.

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A tentative date of June 13th has been set for an all day trip to the wilds of Calvert County. Included in the program will be a tour of the Calvert Marine Museum by Richard J. Dodds, the Museum's coordinator of Maritime History.

★★

Future programs include a tour of the Montgomery County Archives and the University of Baltimore. The Caucus also hopes to host a program during the three-day visit of Terry Cook to the University of Maryland to present a series of lectures on archival topics.

Contact Mary K. Mannix, Maryland Caucus Chair, (301) 570-3441, email at mkmannix@tibetanmastiffs.com.

★★

In celebration of Black History Month, the Montgomery County Archives (29 Courthouse Square, Rockville) has mounted an exhibit on the history of civil rights in the County, using records generated both by governmental bodies such as the Commission of Interracial Problems and the Human Relations Commission, as well as NAACP material preserved by former Montgomery County Chapter President Edith Throckmorton. Throckmorton's papers were donated to the Archives last year, and contain a wealth of information on the County chapter's activities, organization, and concerns from the 1950s through the early 1980s. NAACP materials from this collection include minute books, financial and membership record books, newsletters, photographs, pamphlets, and brochures.

The exhibit will continue into the spring\summer. The staff of the Archives invite all to visit. The Maryland Caucus hopes to meet at the Archives in the coming year.

★★

The Library of American Broadcasting at the University of Maryland is pleased to announce the opening of "The Jerry Lee On-Line Archive: A Visual History of Broadcasting." Thanks to generous support from Philadelphia broadcaster Jerry Lee, a project was begun in late 1997 to improve access to the Library's heavily used photograph collection. To cut down on the amount of handling these rare photos were subjected to as well as improve speed of access, it was decided to digitize the entire collection on photo CD. With more than 20,000 images in the collection, Library staff realized this would be a long-term project. The eventual goal was to someday get at least part of the collection on-line. Digitization and cataloging continue, but a sampling of the collection, 200 images in four categories, is now on-line.

Much remains to be done, but we encourage you to visit our first version of the site, which will be added to as work progresses. Current categories are Comedians, Actors, Disc Jockeys and Announcers. Future additions include pictures of Vocalists and Musicians, TV Studios, Radio Equipment, and photos associated with the radio program Vox Pop. Our web address is: http:www.lib.umd.edu/UMCP/LAB

★★

The Howard County Historical Society (Ellicott City) recently published an index to Martenet's Map of Howard County, Maryland (1860). The index is the product of the combined efforts of a volunteer member of the HCHS staff, a Howard County Genealogical Society volunteer, and Apron Strings Press (a local genealogical publishing house). The Genealogical Society has a long history of providing the Historical Society Library with interested and hardworking volunteers. The Martenet is one of two nineteenth century maps to show land ownership for the County as a whole, the other being an 1878 atlas by Griffith Morgan Hopkins. The Historical Society had previously published an index to the Hopkins Atlas. The Martenet index, 55 pages long, can be purchased at the Library for $5.00. It is available free to interested institutions. Contact (410) 750-0370.

New Jersey has already begun planning for its annual Archives Day event. The program is scheduled for October 16, 1999 at the Monmouth County Library Headquarters, 125 Symmes Drive in Manalapan. The program will include lectures and an exhibition hall with booths manned by representatives from archives and history organizations.

★★

The New Jersey State Archives will be moving to its new facilities in late summer 1999. The facility, which is located near the state library and state museum in Trenton, will be double the size of the current facility.

New Jersey Caucus Chair is Gary D. Saretzky and he can be reached at (908) 308-3772 or via email at saretzky@rci.rutgers.edu.

On January 1, 1999, the Westchester County (NY) Records and Archives program became part of a newly-formed Department of Information Technology.

The new department, created by County Executive Andrew J. Spano, brings the County's key information resources and managers together for the first time.

Under the direction of Chief Information Officer, Dr. Norman J. Jacknis, the new department is comprised of the Records and Archives Center (formerly part of the Office of the County Clerk), the Information Systems division (formerly part of the Department of General Services), and the County's

Geographic Information Systems program (formerly part of the Planning Department). The County Executive charged the department with responsibility for "cradle-to-grave" management of the County's records, information and knowledge. For further information, contact David W. Carmicheal, Director, Records & Archives Center at (914) 592-5614, dwc1@co.westchester.ny.us.

★★

The Baker-Cederberg Museum and Archives of the Rochester General Hospital has published a booklet to assist healthcare organizations in developing historical programs. This twenty-four-page booklet outlines the Baker-Cederberg Museum and Archives program, how to start developing a collection, what to collect and what questions to consider before committing to forming an institutional archives. This brochure is aimed at non-archivists and persons with a vested interest in establishing a historical records program. It is also aimed at those who are working to encourage institutional support for an archives within their organizations. This publication is $4 plus $1.50 S&H. It can be purchased from the Baker-Cederberg Museum and Archives, Rochester General Hospital, 1425 Portland Avenue, Rochester, NY 14621. Staff can also be reached by phone at (716) 336-3521 or email at phil.maples@VIAHEALTH.org.

Contact New York Caucus Chair Mary Ellen Rogan at (212) 721-4008. Her email is mrogan@nypl.org.

The Urban Archives at Temple University has much to celebrate. They received two grants from the Pennsylvania Historical and Museum Commission in December 1997. The first was to survey, compile and produce the Directory of African American Collections in Greater Philadelphia and Selected Suburban Areas. This document was compiled and edited by Margaret Jerrido, George Brightbill and Brenda Galloway-Wright and includes information on 41 repositories and descriptions of over 150 African American Collections. The text of this directory is now available at the following URL: http://www.library.temple.edu/urbana/af-title.htm. A printed copy is also available for $8. Contact Margaret Jerrido, Archivist and Head of the Urban Archives, Temple University, Paley Library, 13th and Berks Mall, Philadelphia, PA 19122. Margaret's phone number is (215) 204-8257 and her email address is mj@astro.ocis.temple.edu. The second grant was given to process collections formed by women or exclusively about women. This funding allowed the Urban Archives to hire an archivist to organize and preserve the collections of CHOICE (Concerned for Health Options: Information, Care and Education), the Grey Panthers and five branches of the YWCA. The finding aids for these collections are available on the Urban Archives website at http://www.library.temple.edu/urbana/.

★★

The Library of the American Philosophical Society in Philadelphia will be closed to researchers from December 6, 1999 until January 3, 2000 for renovations work. The floors of both the printed materials and manuscript reading rooms will be refinished, and the manuscript reading room will be getting new furniture.

The Pennsylvania Caucus Chair is David Hedrick. Contact him at (717) 337-7011 or by email at hedrick@gettysburg.edu.

The annual meeting of the Virginia Caucus was held at the Virginia Historical Society on March 26. The program will begin at 10:00 with E. Lee Shepard, Assistant Director for Manuscripts and Archives at the Virginia Historical Society, speaking on "Manuscripts and Archives in an Institutional Setting: Getting, Keeping and Fostering an Identity." The business meeting and a tour of the Virginia Department of Historic Resources will follow. After lunch members may choose to explore either "Behind the Scenes" at the Historical Society or any of the current exhibits including "The Story of Virginia" and "George Washington, The Man Behind the Myths." The Library and Archives of Hollins University will close its doors from March 19 until March 29 to move into their new facility. Dedication of the new Library will be April 8 - 9.

★★

The Library of Virginia is beginning a multi-faceted project entitled Virginia in Maps to highlight their collection of more than 66,000 maps. A symposium is scheduled for April 23-24, 1999, featuring keynote speaker Louis De Vorsey, Jr., Professor Emeritus of Geography from the University of Georgia at Athens. A major exhibition, "Mapping Virginia," will run from April 23 through December 15, 1999. The exhibit will feature historic maps as well as three interactive computer programs to provide insight into the significance of maps and their role in understanding a changing society. The final component in the project will be the publication of an illustrated atlas of historical Virginia maps, *Virginia in Maps: Four Centuries of Settlement, Growth, and Development*, available in the fall of 1999.

★★

Virginia Commonwealth University announces that Curtis Lyons is their new head of Special Collections and Archives at the James Branch Cabell Library.

★★

In a continuing trend of northward migration, Laura Katz Smith, Curator of Special Collections at Virginia Tech, has accepted a position at University of Connecticut. Her last day is March 26th. Best wishes to Laura as she joins Betsy Pittman at UConn.

★★

Linda Angle Miller is the Virginia Caucus Chair. She can be reached at (540) 375-2490. Her email address is lmiller@roanoke.edu.

On March 4, West Virginia Archivists will host their own version of Archives Day. Archivists will visit their legislators to encourage additional funding for archives. Ellen Hassig Ressmeyer, West Virginia Caucus Chair, is also to working to increase MARAC membership in West Virginia.

★★

Help Ellen Hassig Ressmeyer in her goal of helping the West Virginia Caucus grow and remain active. Contact her at (304) 766-3116 or by email at eressmeyer@oscar.wvsc.edu.

Dr. Terry Cook to Speak at the University of Maryland

An Invitation to Attend a Series of Public Lectures and Discussions by Dr. Terry Cook on April 19 - 22, 1999, on "The Archival Challenge: Responsibilities, Strategies, and Prospects for the Twenty-First Century." Dr. Terry Cook has held leadership posts in the National Archives of Canada, has written dozens of articles in archival and other journals, and has lectured and consulted in the U.S., Canada, Australia, South Africa, and other nations.

Lecture Schedule:

1. "The Archival Profession: Can It Meet the Challenges of the Twenty-First Century?"

Monday, April 19, 3:30 - 5:00 PM, Hornbake Building, Room 0109. Followed by a reception and discussion with students, sponsored by SAM (Student Archivists at Maryland), CLIS Lounge, Hornbake Building, Room 4114.

2. "Model Approaches to Electronic Records: Effective Strategies and Approaches."

Tuesday, April 20, 4:00 - 5:00 PM, Hornbake Building, Room 0109.

3. "Archival Appraisal and Collection: Issues, Challenges, New Approaches." Wednesday, April 21, 10:30 - 12:00, National Archives and Records Administration, Lecture Room C, 8601 Adelphi Road, College Park. Hosted by the National Archives and Records Administration.

4. "Archives, Heritage, and History: The Mission of Archives." Thursday, April 22, 4:00 - 5:00, Special Events Room, 4th Floor, McKeldin Library. Hosted by the University of Maryland Archives and Manuscripts Department. Followed by a reception sponsored by Friends of the Libraries.

The lectures and presentations are open. Archivists, historians, students, and researchers are particularly welcome. There is no fee for attendance. For more information about the lectures, please consult the College of Library and Information Services website at www.clis.umd.edu.

We request that you RSVP so we can plan for space. Please contact Ms. Mariana Long at the College of Library and Information Services, mmlong@wam.umd.edu, or Dr. Bruce Dearstyne, (301) 405-2001.

Western Archives Institute
July 25 - August 6, 1999
Palo Alto, California

The Western Archives Institute is the only program of its kind in the western United States. The program is designed to offer an introduction to basic archives theory and practice. The program will benefit participants with a variety of goals, including:

- Those whose jobs require a fundamental understanding of archival skills, but who have little or no previous archives education,
- those already in the profession who want to update and renew their archival knowledge,
- and depending on space availability, those who wish to explore the possibility of an archival career.

This two-week, intensive program will feature site visits of major repositories, and a diverse curriculum.

Arline Custer Memorial Award

Call for Submissions

This award honors the memory of Arline Custer (1909-1975), Mid-Atlantic Regional Archives Conference member and editor of the *National Union Catalog of Manuscript Collections*.

The award recognizes publishing achievements by MARAC members and individuals or institutions in the seven states (New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia) comprising MARAC. The Custer Committee is particularly interested in receiving published writings that appeal not only to the archival community, but to the general public as well. The committee will consider scholarship, relevancy, innovation, quality of writing, and presentation and layout as criteria in judging submissions.

Individuals or institutions may submit up to two works. The publication must have appeared between July 1998-June 1999.

Archival finding aids, including guides, will not be considered for the Arline Custer Memorial Award but instead should be submitted to the MARAC Finding Aids Award Committee.

Up to two prizes may be awarded, with a value of $100. The 1999 winners will be announced at the fall business meeting in Hauppage, New York .

Please send at least two (2) copies of each submission to: Catherine Keim, Chair, Custer Award Committee, 1663 Valley Rd., Millington NJ 07946. Questions? Please call Catherine at (908) 647-2851 or email cbkeim@mindspring.com. Submissions must be received by August 31, 1999.

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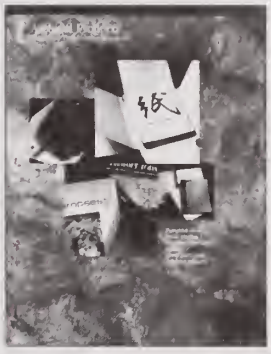

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TREASURER'S REPORT
Mid-Atlantic Regional Archives Conference

Treasurer's Report, Fiscal Year 1999
October 1, 1998 - December 31, 1998

Category	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	% of Budget	Total	1998 Actual
REVENUE AND SUPPORT								
Membership Dues	$16,500.00	$9,343.00				57%	$9,343.00	$15,180.00
Publications Sales	1,500.00	181.26				12%	181.26	810.30
Pub. Advertising	1,000.00	127.50				13%	127.50	1,147.50
Bank Interest	5,000.00	240.36				5%	240.36	4,663.73
Conferences	15,000.00	9,763.87				65%	9,763.87	17,854.51
Mailing List Sales	400.00	50.00				13%	50.00	300.00
Contributions	500.00	185.00				37%	185.00	320.00
Miscellaneous	100.00	0.00				0%	0.00	81.00
Total Revenue and Support	**$40,000.00**	**$19,890.99**	**$0.00**	**$0.00**	**$0.00**	**50%**	**$19,890.99**	**$40,357.04**
EXPENSES								
General	$1,400.00	$0.00				0%	$0.00	$1,278.00
Administrator	6,170.00	47.70				1%	47.70	1,386.21
Treasurer	700.00	10.00				1%	10.00	625.52
Membership	1,531.00	91.10				6%	91.10	349.08
Committees	5,793.00	31.11				1%	31.11	2,339.77
Publications	15,500.00	1,845.00				12%	1,845.00	9,558.17
MARAC Archivist	500.00	0.00				0%	0.00	500.00
Awards	475.00	200.00				42%	200.00	325.00
Conference Advances	5,000.00	2,000.00				40%	2,000.00	4,155.00
MARAC Scholarship	2,431.00	565.00				23%	565.00	1,970.64
Grant Project Expenses	500.00	436.98				87%	436.98	0.00
Miscellaneous	50.00	10.00	0.00	0.00	0.00	20%	10.00	0.00
Total Expenses	**$40,000.00**	**$5,236.89**	**$0.00**	**$0.00**	**$0.00**	**13%**	**$5,236.89**	**$22,487.39**
NET INCOME or (NET LOSS)	**$0.00**	**$14,654.10**	**$0.00**	**0.00**	**$0.00**		**$14,654.10**	

SUMMARY

Opening Balance	$118,175.89
Income	19,890.99
Expenses	(5,236.89)
Closing Balance	**$132,829.99**

Cash Accounts

Checking Accts:	$16,669.87
Savings Accts:	44,965.94
Cert. of Dep:	71,194.18
Total	**$132,829.99**

Fund	Opening	Credits	Debits	Closing
Current	$61,486.43	$19,890.99	($5,236.89)	$76,140.53
Endowment	16,689.46	0.00		16,689.46
Reserve	40,000.00			40,000.00
Total	**$118,175.89**	**$19,890.99**	**($5,236.89)**	**$132,829.99**

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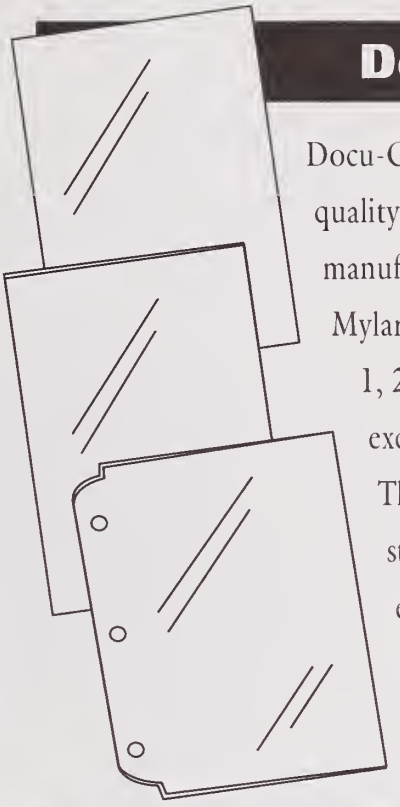

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Preservation News

Do you have preservation information to share about your institution, state, or region? Help keep your MARAC colleagues abreast of the latest news by sending information to: Evelyn Frangakis, Preservation Officer, National Agricultural Library, 10301 Baltimore Ave., Room 300, Beltsville, MD 20705-2351, fax (301) 504-7593, e-mail efrangak@nal.usda.gov.

Meetings & Workshops

June 2-4, 1999. "School for Scanning: Issues of Preservation and Access for Paper-Based Collections" is being offered by the Northeast Document Conservation Center at the Chicago Historical Society. For information visit http://www.nedcc.org or call (978) 470-1010.

May 13-16, 1999. "Looking at Paper: Evidence and Interpretation" will be held in Toronto, Canada. Additional information, including registration fees, may be found at http://www.adamsheritage.on.ca/paper/ or by calling John Slavin at (905) 566-9033

May 20-21, 1999. "Integrated Pest Management Workshop," in Minneapolis, Minnesota, sponsored by the Upper Midwest Conservation Association. For information, call (612) 870-3128.

June 7-13, 1999. 27th annual meeting of the American Institute for Conservation (AIC), in St. Louis, Missouri. Program topics include the costs of conservation, health and safety, as well as sessions by specialty groups (e.g., book and paper, electronic media, photographs, textiles). For more information and a registration brochure visit http://palimpsest.stanford.edu/aic/conf/index.html or call (202) 452-9545.

June 26-29, 1999. American Library Association annual conference, in New Orleans, Louisiana. Visit http://www.ala.org/events/ac99/index.html or call (800) 545-2433 for information.

Publications

The Northeast Document Conservation Center (NEDCC) announces the online availability of the third edition of "Preservation of Library & Archival Materials: A Manual", by Sherelyn Ogden at www.nedcc.org. The expanded manual is approximately 350 pages in length and consists of a series of 51 technical leaflets, which have been updated to reflect new information and changing opinions. This edition contains eight new leaflets, including: "Digital Technology Made Simpler"; "The Relevance of Preservation in a Digital World: Preservation Assessment and Planning"; "An Introduction to Fire Detection, Alarm, and Automatic Fire Sprinklers"; "Collections Security: Planning and Prevention for Libraries and Archives"; and more. In addition, if a user prefers the convenience of a book, a bound version will be available through NEDCC later this year. For information about ordering the printed version, contact Gay Tracy at Northeast Document Conservation Center, 100 Brickstone Square, Andover, MA 01810; phone (978) 470-1010 ext. 217; fax (978) 475-6021; or e-mail tracy@nedcc.org.

Several new publications on digital imaging and digital preservation are available from the Council on Library and Information Resources:

"Avoiding Technological Quicksand: Finding a Viable Technical Foundation for Digital Preservation", by Jeff Rothenberg (1/99, 35 pp.). The report follows up Rothenberg's 1995 article in Scientific American, "Ensuring the Longevity of Digital Documents," by elaborating his proposal for emulating obsolete software/hardware systems on future, unknown systems as a means of preserving digital information far into the future. The author explores the problem of long-term digital preservation, spells out the criteria for an ideal solution, and analyzes the shortcomings of other solutions (printing and preserving hard copy, translating digital documents so that they migrate into new systems, reading them on obsolete systems preserved in museums, or relying on standards to keep them readable). He describes how to encapsulate a document so that it can be decoded by an emulator, the sequence of events required to preserve the document and to read it on future systems, and the techniques that need to be developed in order to make emulation work.

"Why Digitize?", by Abby Smith (2/99, 13 pp.), was written in response to discussions about digitization at meetings of the National Humanities Alliance (NHA). NHA asked CLIR to evaluate the experiences of cultural institutions with digitization projects to date and to summarize what has been learned about the advantages and disadvantages of digitizing culturally significant materials. As one might expect from the early years of growth of a popular yet experimental technology, the lesson learned vary greatly from one institution to another. It is risky to generalize, but CLIR has been actively engaged in fostering the development of digital technologies for libraries, and feels it is important to provide an early assessment of the impacts of new technologies on traditional library roles. They found that digitization often raises expectations of benefits, cost reductions, and efficiencies that can be illusory and, if not viewed realistically, have the potential to put at risk the collections and service libraries have provided for decades. One such false expectation-that digital conversion has already or will shortly replace microfilming as the preferred medium for preservation reformatting could result in irreversible losses of information. This paper seeks not to raise false alarms, but to encourage every professional responsible for some aspect of cultural custody to assess this new technology with a hopefulness tempered by patience and informed by experience.

"Selecting Research Collections for Digitization", by Dan Hazen, Jeffrey Horrell, and Jan Merrill-Oldham (8/98, 27 pp.) is now available online (see Web address below). This publication provides detailed planning information for research libraries contemplating large-scale digital conversion of holdings for research and teaching purposes. It discusses selection criteria, imaging standards, rights management issues, preservation concerns, and impact of digitization on the library and its users.

For ordering information contact the Council on Library and Information Resources, 1755 Massachusetts Ave, N.W., Suite 500, Washington, DC 20036, (202) 939-4750, or visit http://www.clir.org/pubs/reports/reports.html.

"North American Permanent Papers," 3rd ed., Ed. E. McCrady (6/98, 60 pp.), is available for $19.50 plus postage, from Abbey Publications, 7105 Geneva Dr., Austin, TX 78723, (512) 929-3992, fax (512) 929-3995, e-mail abbeypub@flash.com. This edition includes for the first time a section in which manufacturers were invited to describe briefly each of their archival products that had special characteristics not referred to in the ANSI/NISO standard for paper permanence. The products are of seven types: archival board, watermarked copy paper for dissertations, paper or board for safe storage of photographs (i.e., that pass the Photographic Activity Test), dark or bright-colored permanent paper or board, handmade and artists' papers, buffered groundwood for journals and magazines, and types of archival paper or board the company can make on request. Selected chapters from this publications, as well as back issues of the *Abbey Newsletter* may be found online at http://palimpsest.stanford.edu/byorg/abbey/.

Call for Session Participants

MARAC's Semi-annual Meeting

November 11-13, 1999

Hauppauge, NY

Theme: The focus of the Fall 1999 meeting will be on how to fund the archives. The meeting will include sessions on fundraising, grant writing, raising public awareness and marketing. In addition, the program will include sessions on traditional archival topics and technological subjects.

Call for participants: The Program Committee is seeking individuals who would like to participate in planned sessions. Current sessions include:

* **FUNDRAISING SESSIONS**
  - Raising awareness through public programs
  - Marketing the archives to a parent institution
  - Friends groups and public advocacy
  - Finding grant sources/obtaining grants
  - Creating and funding cooperative projects
  - Archival money-savers
* **TECHNOLOGY SESSIONS**
  - Virtual archives and the web
  - Copyright/Fair use in the electronic world
  - Data migration strategies for archival electronic records
* **TRADITIONAL SESSIONS**
  - Educational uses of archival materials
  - Art Collectors and their archives
  - Documenting local history
  - Basics of reference
* **Additional sessions may include:**
  - Donor relations
  - Basics of budgeting
  - Encoded Archival Description
  - Intellectual access to archival collections
  - Arrangement and description
  - Conservation

Potential participants should contact: David W. Carmicheal, Chair, Program Committee, Westchester County Records & Archives Center, 2199 Saw Mill River Road, Elmsford, New York 10523, Fax: (914) 592-5160, dwc1@co.westchester.ny.us

Deadline for submission:

April 16, 1999

Field Records at the Millennium: Managing Anthropological Papers

May 3-5, 1999

Phoenix, Arizona at the Heard Museum

Presented by the University of Nevada, Reno's Division of Continuing Education, Heritage Resources Management Program www.dce.unr.edu/hrm. Organized by the National Park Service Museum Management Program, and sponsored by the National Park Service's Cultural Resources Training Initiative.

Course Content

At the end of the 20th century, a single misstep when capturing information in the field and then providing public access can raise a firestorm of legal, ethical and cultural protests worldwide. This course focuses on how to create, preserve and responsibly manage anthropological field records for access.

Steering Committee Meeting Summary

Minutes MARAC
Steering Committee
February 19, 1999

Phil Kimball and Susan Oderwald of Kimball and Associates attended the meeting to talk about the services that they were to provide, including administrative and management details, enhancements to conferences and educational workshops and additional revenue sources. They answered questions about fee structure, out-of-pocket expenses and surcharges, capital expenditures, bank accounts, billing, office and headquarters functions, database management and mailings, finances and accounting procedures, publications support and conference and meeting planning support.

Vice Chair Ben Primer reported the Saratoga Springs meeting had shown a net profit of $7,624.87. Future meetings are set for State College, Pennsylvania (May 6-8, 1999), Hauppauge, New York (November 11-13, 1999), New Brunswick, New Jersey (May 18-20, 2000), and Cleveland, Ohio (October 19-21, 2000).

Treasurer Rebecca Collier reported that to date MARAC had income of $19,890.99 and expenditures of $5,236.89. As always, the bulk of the income comes in the first quarter of the year, so we will begin to draw down the surplus in coming months.

The Finance Committee proposed means to meet our budgetary obligations once Kimball and Associates is hired. Required expenditures for 1999 will be $41,384 and the Ad Hoc Committee on Contractual Services suggested we meet 85% of this amount through dues. After considerable discussion and some amendments, the Steering Committee voted to recommend dues of $35 for regular members (which will now include retirees) and $20 for student members. This motion passed 12-1. A proposal for a separate higher institutional membership was tabled.

Jim Byers is waiting for a decision about hiring a contractual services firm before he makes the final application to the IRS for 501(c)3 status. In addition, we need to establish tax exempt status in all the states in our region.

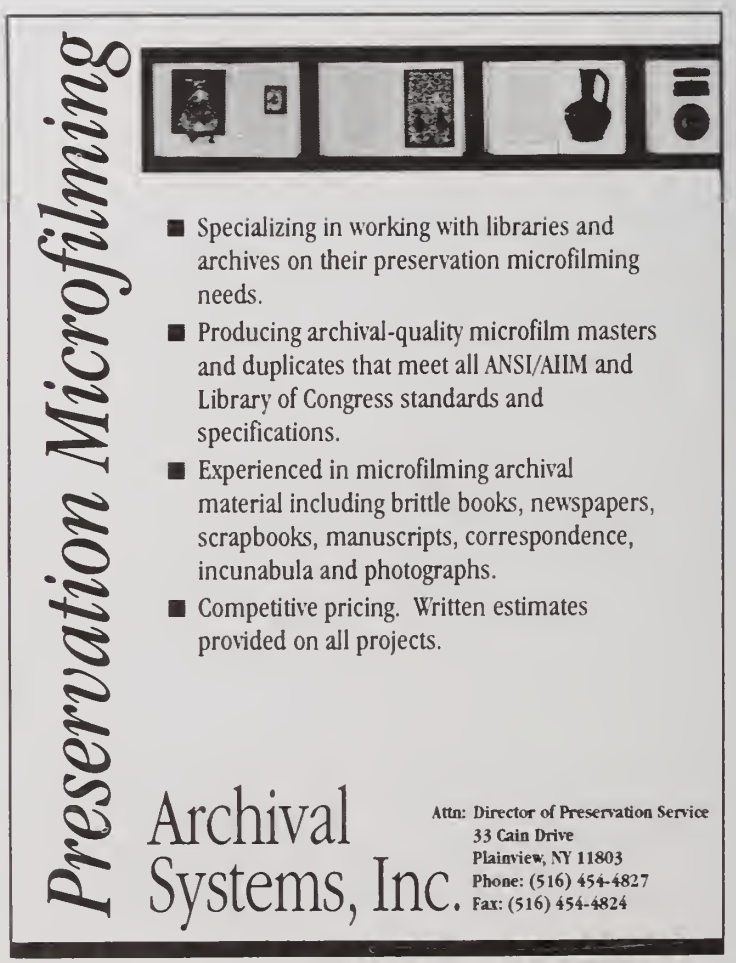
Administrator Diana Shenk's report indicated that there are now 1,207 members. Final renewal notices have gone out. So far 80% of members have renewed. Shenk continues to work one day a week at Penn State. Her part-time status will delay production of the MARAC directory this year until after Kimball and Associates takes over.

Archivist Lauren Brown reported new accessions and considerable work by a graduate assistant to process all materials. A new guide should be ready this summer.

The Education Committee reported eight applications for the Leonard Rapport scholarship, but no interest in the meeting scholarship. Guidelines for the student essay contest were approved. Danna Bell-Russel reported on a host of activities that she is involved in that are beneficial to the Education Committee.

The workshop survey tended to be answered by senior archivists who suggested that workshops between conferences be priced at $30-50.

The Nominating Committee has found candidates for all open positions, and ballots will go out before the March 6 deadline.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The Membership Development Committee is now coordinating new member welcome letters with the Education Committee to save postage. Letters went to 76 new members in the last quarter.

The Outreach Committee award announcements have been standardized and mailed. A flier on digitization and a manual on outreach are being edited.

The Custer Committee needs a new chair.

The Publications Committee reports that one technical leaflet on the record-keeping practices of research scientists is being edited for publication. The MARAC website has gotten 1,112 new hits since November. The Publications Committee was asked to think about putting the *Mid-Atlantic Archivist* up on the website.

Additional responses to the publications survey came in as a result of distribution at tables in Washington, D.C. Pricing at $5-10 seemed reasonable to respondents, and proposed topics were disaster planning, preservation, automation and copyright. Publishing papers of conferences and symposia also received support. The evaluation of the *Mid-Atlantic Archivist* drew high marks for job ads, the chair's column, state and local news, session abstracts, preservation news and book reviews. Less favorable comments were heard for full Steering Committee minutes and the current format and layout. There should be a new feature in the next *MAA*.

The National Coordinating Committee for the Promotion of History has raised concerns about NARA's plan to charge fees for federal agencies to store records which might lead agencies to store records elsewhere or to revise their schedules to cut costs. They were unable to agree on the intellectual property aspects of distance learning since NCC organizations represented both producers and consumers of distant learning materials. Board President Richard Kohn expressed concern about the fractured relationship between historical and archival professions due to debates over NHPRC funding and electronic records litigation.

State Reports:

- Delaware's Historical Records Advisory Board has initiated its Strategic Planning project.
- District of Columbia caucus will have an electronic records workshop in March or April.
- Maryland's caucus will visit the Montgomery County Archives, the University of Baltimore, and the Calvert Marine Museum. They plan an event in College Park during Terry Cook's three-day visit in April.
- The New Jersey State Archives is moving to a renovated building in the fall.
- The Virginia caucus will be meeting at the Virginia Historical Society to hear Lee Shepard.

Lisa Mangiafico presented the history and long-range plan for Membership Development. The Steering Committee approved the elimination of the mentoring program as part of these recommendations.

Ben Primer is to prepare a new letter to be sent to the House of Representatives about the need for an archivist.

Lauren Brown, Janet Linde, Sue Hamburger, and Patrice Brown are working on a policy manual to present at the spring meeting.

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MARAC Distinguished Member Award Nomination

*The MARAC Steering Committee is requesting nominations for its Distinguished Member Award. Deadline for receipt of Nominations: Friday, April 12 1999 at 5:00 p.m. The Award will be given at the Spring or Fall MARAC meeting following review of the nominations by the Outreach and Steering Committees. (**Note:** The Distinguished Member Award and the MARAC Service Award are two separate awards.)*

Award Criteria

- *The Award will be granted one time only.*
- *The Award may be given on an annual basis.*
- *No more than three nominees will be recognized in a given year.*
- *Nomination requires three letters of support submitted to the Outreach Committee.*
- *The Outreach Committee will review the nominations for compliance to criteria (listed below) and submit nominations to the Steering Committee.*
- *Awards will be given to nominees receiving at least a 2/3 approval vote of the Steering Committee.*
- *Awards in the form of a wooden plaque and lapel pin will be presented to the recipient at the Spring meeting.*

Nominees for the MARAC Distinguished Service Award must be:

Long-standing, hard-working, MARAC members who have given time and energies to the conference and profession such as: paper presentations, workshops, committee service, duty as State Caucus Representative, MARAC officer, significant contribution to archival service, publications, MARAC meeting arrangements and programming. It is the intent of this award that the recipient be nearing retirement after a long and distinguished careers.

***Past Recipients**: Ron Becker, Mary Bocaccio, Don Harrison, Leonard Rapport, and Martha Slotten*

Name of Person to be recognized. Record name as it should appear on the plaque. Check spelling of name and proper form of name (nicknames, etc.)

_____

Outstanding service performed by individual: (Check all that apply, give details below.)

☐ Paper Presentations ☐ Workshops ☐ Committee service

☐ State Caucus Representative ☐ MARAC Officer ☐ Publications

☐ Contributions to archival service ☐ MARAC meeting arrangements and programming

Submit to Outreach Committee THREE weeks before Fall and Spring Conferences.

Sharon Pullen, Rockefeller Archive Center, 15 Dayton Avenue, Sleepy Hollow, NY 10591

_____

For Outreach Committee use, record date of action, decisions made

Outreach Committee Review -

Steering Committee Review -

Information given to MARAC archivist for preparation of wooden plaque and lapel pin

Wooden plaque and lapel pin given to Outreach Committee for presentation:

Date presented: _____ Submitted by: _____

Presented at ☐ Spring _____

☐ Fall _____ Date: _____

_____

For details about service performed by individual

Please detach here and mail to Sharon A. Pullen, Rockefeller Archive Center, 15 Dayton Avenue, Sleepy Hollow, NY 10591

Third MARAC Film Festival to be sponsored by VidiPax (Prizes! Prizes! Prizes!)

Dust off the old movies and videotapes you rarely get to see and enter them in the always-entertaining MARAC Spring 1999 Film Festival to be held in State College., PA on Thursday, May 6, 1999. Videotape (or films or film clips) with a running time of less than fifteen minutes (historically interesting, humorous and lighthearted encouraged) will be eligible for viewing. All archival film buffs interested in submitting a film (or filmclip) from their repository should send a brief description of their masterpieces (along with contact information) to John Paul Deley, Film Festival Coordinator (Federal Trade Commission, 6th Street and Pennsylvania Ave, NW H-172, Washington, DC 20580) as soon as possible (but no later than April 16th). This year, VidiPax, the magnetic media restoration company, is underwriting some of the costs associated with the film festival, including the winning prizes.

Jim Lindner, founder of VidiPax, said, "VidiPax is really pleased that we can be involved with the MARAC Film Festival. Because so much old videotape is no longer accessible to the general public, we would especially encourage archives with old or obsolete videotapes to submit an entry to the MARAC Film Festival." In fact, VidiPax is offering a special restoration rate to entrants of the film festival. For more information on this offer, please call Steve Kwartek at (212) 563-1999 x 101.

VidiPax has graciously agreed to supply the first, second and third prizes for this year's film festival (winners to be determined by audience ballot at the film festival Thursday night and prizes awarded at the Saturday morning MARAC business meeting/breakfast). 1st Prize is restoration of up to three hour's worth of videotape or film material, selected by the archive (shipping and tape stock chosen and paid by the archive) - estimated value $745 to $1,350 - depending on the material chosen. 2nd Prize is restoration of up to two hour's worth of videotape or film material, selected by the archive (shipping and tape stock chosen and paid by the archive) - estimated value $510 to $900 depending on the material chosen. 3rd Prize is restoration of up to one hour's worth of videotape or film material, selected by the archive (shipping and tape stock chosen and paid by the archive) - estimated value $255 to $450 depending on the material chosen.

Plan on arriving at the State College meeting in time for the Thursday night film festival and enjoy a rare look at some seldom seen cinematic history.

Celebrate Archives Week

The Outreach Committee compiled a list of ideas to celebrate Archives Week.

Note Archives Week on institutional and community calendars. Send an announcement to the Chamber of Commerce, Historical Societies, Internet Websites, and other promotional organizations.

Create an annual award to be presented during Archives Week. Present awards to students, researchers, or archivists for the creative use of archival materials. Create a plaque where you add each year's winner so it is an ongoing display in the archives.

Sponsor a Family Fair and/ or Regional Meeting. Distribute free handouts on care of documents, research tips, etc. Sell acid-free supplies, books, genealogy forms.

Hold book signings with local authors.

Produce a film festival.

Sponsor a lecture series.

Host a reception to thank Archives Volunteers. Present awards for the most hours donated, special projects completed.

Mount an exhibit. Have an exhibit at a local shopping mall or a public facility, outside of your home institution.

Special Publicity. Publish a profile on archivists in the area newspapers. Star in a program on a local Cable TV show with treasures from you archives.

Wear your ***MARAC*** T-shirt.

For Students:

Create a treasure hunt using copies of manuscripts and ephemera from your repository. Present a workshop, "Using the Archives for that A+ Paper"

For Colleagues:

Place treats in the staff lounge in honor of Archives Week to remind your colleagues of the occasion. Take the director to lunch to thank her or him for their support over the past year.

MARAC MEETINGS

Spring Meeting 1999
State College, PA
May 6-8

Fall Meeting 1999
Hauppauge, NY
November 11-13

Spring Meeting 2000
Trenton/Princeton, NJ

Fall Meeting 2000
Cleveland, OH (Joint Meeting with Midwest Archives Conference)

One Of Our Own

Name: Susan K. Anderson

Current position: Archivist, Philadelphia Museum of Art

Previous position: Archivist, Pennsylvania Hospital

Place of birth: Decatur, Illinois

Undergraduate degree: BFA in sculpture, University of Illinois atChampaign

Graduate degree: MFA in fibers, Southern Illinois University

Year joined MARAC: 1996

Susan is also currently enrolled in the Drexel University School of Information Science

This issue of MAA sees the debut of a new column. "One Of Our Own" will have profiles of our membership. We'll be able to see what a diverse group MARAC is, how many types of institutions we represent and how varied are our backgrounds. I hope you will enjoy "One Of Our Own."

Charles B. Greifenstein
Editor, *MAA*

One Of Our Own

Susan K. Anderson Archivist, Philadelphia Museum of Art

When Susan K. Anderson became archivist at the Philadelphia Museum of Art in 1998, she had her work cut out for her. There had been no archivist on staff since 1991. Old records were overwhelming department work areas, holes existed in the documentary history, the archives itself needed reorganizing, and she had to keep up with the steady stream of reference questions. Susan, however, was up to the challenge, her education and work experience having prepared her for her new responsibilities.

Before going to PMA, Susan was for seven years the archivist at Pennsylvania Hospital, which was founded by Benjamin Franklin in 1751, when Pennsylvania was still a colony. Philadelphia and its historic institutions were not new to her, nor were the problems of running an institutional archive and providing internal reference service. Undergraduate and graduate degrees in art were also assets.

"Nothing happens accidentally," says Susan. "I thought I would be an art teacher. I liked the students I had taught. I liked sharing information. I often had students do assignments in the library. Art has references to history and community. I try to put a sense of time in my pieces." Susan's ideal of service, her sense of history, and the artifactuality of her art work made her "a shoe in" for the archival profession. But it took a particular incident to point her in the right direction.

"I went to the Holocaust Museum," Susan relates, "where I saw canisters that Polish people in the ghettoes had used to bury the artifacts of their lives. It occurred to me, 'this is what I want to do.' Being a steward of history was the most important thing I could do." Susan's stewardship began first when she was hired as a conservation technician at Pennsylvania Hospital, where she became archivist when the previous one retired. At her new job at the Museum of Art, she finds that there is "a huge quantity of things to do. You just have to realize that you can't do it all." But Susan is now the steward of the records of one of the great museums in the United States, and the job has its own rewards. "The best perk of the job," says Susan, "is to be able to look at a lot of wonderful art."

New MARAC Members

Beverly Abdus-Sabur
Wilder Library of Virginia
Union University

Beverly Allen
Emory University

D. R. Ambach
Mathews County Historical Society

Ron Baraff
Duquesne University/Steel Industry Heritage Corporation

Bruce R. Bardarik
Paterson Free Public Library

Lola J. Beatty
History Museum-Shenandoah Area Council Boy Scouts of America

Beth Bensman
Thomas Jefferson University

Cynthia Bridgman
National Society Daughters of the American Revolution

Alison Burtis
The History Factory

Nora Chidlow
The History Factory

Joseph M. Ciccone
Merck & Co., Inc.

Suzanne Durham
Commonwealth of Virginia, Department of Historic Resources

Michelle Dzyak
Penn State University

Paul Dzyak
Penn State University

Conley L. Edwards
The Library of Virginia

Jeanette Eisenhart
Penn State University

Joanna J. Evans
John Handley High School Museum and Archive

Michael Greco
University of North Carolina at Chapel Hill

David R. Grinnell
Historical Society of Western Pennsylvania

Michelle Harvey
The Museum of Modern Art

Sarah A. Hull

Stephanie N. Huthmacher
State University of New York at Buffalo

John N. Jacob
Washington and Lee University

Christine W. Kitto
Princeton University

Sandra Levine
Montefiore Medical Center

Frances A. Lyons-Bristol
American International Group, Inc.

William Markley
York College of Pennsylvania

Mary McCann
Pennsylvania Hospital

Teresa Maria Mora
New York University

Rachel Onuf
David Library of the American Revolution

Dawn Pangrazzi
College Misericordia

Wendy Richards
Med Chi (Medical & Chirurgical Faculty of Maryland)

Angela Schiwy
City of Vancouver Archives

David Smolen
University of Maryland

Kathy Stewart
Rutgers University/Bethlehem Area Public Library

Ann W. Upton
Franklin & Marshall College

Judith G. Willetts
The Laura Virginia Hale Archives

William W. Wolfersberger
Shenandoah Area Council Museum-Boy Scouts of America

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Business Meeting Minutes

MARAC Fall Business Meeting,
Saturday, November 21, 1998,
Hyatt Regency Capitol Hill,
Washington, D.C.

1. Janet Linde, MARAC Chair, called the meeting to order at 8:30 a.m.

2. The minutes of the Business Meeting of May 9, 1998 in Saratoga Springs, as published in the Summer 1998 *Mid-Atlantic Archivist*, were approved.

3. **Chair's Report**- Janet Linde

A. Tribute to Fred Miller

There was a tribute to Fred Miller at the Business Meeting. The tribute consisted of a slide show presented by Naomi Miller (Fred's widow) of slides of and taken by Fred, and eulogies from Fred's friends and colleagues, Tim Meagher, now archivist at Catholic University but formerly with NEH, and Jeff Field, Deputy Director of Preservation and Access at NEH. Also, a formal announcement of the naming of the first place finding aid award after Fred was made. The first award bearing Fred's name will be presented at the Spring 1999 meeting.

4. **Vice Chair's Report** - Ben Primer

A. Future Meetings

• State College Pennsylvania [Penn State] (May 6-8, 1999)- The theme for this meeting is Archives Under Construction. The room rate is $89.00. A co-chair will have to be appointed to assist Diana Shenk who is leaving the region. John Paul Deley will serve as MCC Liaison for this meeting.

• Long Island [Hauppauge, New York](November 11-13, 1999)- The conference will be at Wyndham Wind Watch Hotel and Hamlet Golf Club. The room rate will be $119. David Carmicheal will serve as Program Committee Chair and Greg Hunter will serve as Local Arrangements Chair. John LeGloahec will serve as MCC Liaison for this meeting.

• New Brunswick, New Jersey (May 18-20, 2000)- No theme has been developed as yet for this meeting. Steve Dalina and Erika Gorder will serve as co-chairs for the Local Arrangements Committee. No one has been appointed as Program Chair as yet. Margaret Jerrido will serve as MCC Liaison to this meeting.

• Cleveland, Ohio (October 19-21, 2000) [Joint Meeting with Midwest Archives Conference]- Dan Linke has agreed to serve as Local Arrangements co-chair with MAC's representative, John Grabowski. Phil Eppard will serve as Program co-chair with MAC's representative Mark Greene. Valerie Metzler has agreed to serve as MCC Liaison.

• Spring 2001- There is a possibility that we may be going to Philadelphia to celebrate the 225th anniversary of the Declaration of Independence. Beyond spring we need to go south for the next meeting perhaps Virginia, West Virginia or Maryland.

5. **Treasurer's Report** - Jim Byers gave the report for Rebecca Collier

A. Highlights for 4th Quarter

• income- Most of the income for this quarter was received from bank interest and the income from the last conference meeting in Wilmington.

• Expenses- Expenses for this quarter included postage for the MAA and other publications, Committee reimbursement for members to attend the summer meeting in Baltimore, mailings for the NJ Caucus, a stipend for a student assistant for the MARAC Archivist, and the conference advance for the meeting in Washington.

B. 1st Quarter FY99

• Income- It was reported that we have received $7,728 in dues.

• Expenses- A $2,000 advance was made to State College for the next conference; $1,845 was paid for the Fall *MAA*; and $200 was paid to Custer award winners. The annual audit of MARAC expenses was conducted by the Finance Committee. It was reported that everything is in or-

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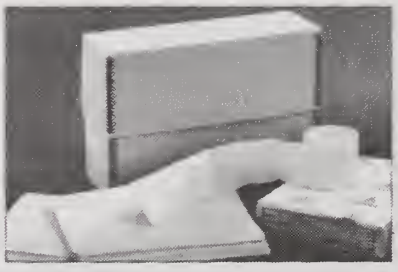

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der. Financial information for FY98 has been forwarded to our accounting firm for tax purposes.

Jim mentioned that we are in the process of trying to change our tax status from a tax exempt business organization to a tax exempt educational organization. The change in our status would exempt us from paying taxes on services provided by hotels at conference meetings. Unfortunately, because of our present status, we had to pay taxes of $4,000 at our DC meeting. This will impact the profit from this meeting.

6. **Administrator's Report** - Diana Shenk

Diana Shenk reported that she will be leaving the region. However, she will be able to fly back to the region once a month to take care of MARAC business through the summer. Please continue to send her your renewals and related membership service requests.

7. **Ad Hoc Committee on Contractual Services** - Marsha Trimble

Marsha Trimble gave a brief history behind the need for MARAC to consider contractual services. She pointed out that the Ad Hoc Committee grew out of proposals that came from the Strategic Plan. The Plan called for MARAC to focus more energy on our educational mission and less on management and administrative functions. It was also noted that MARAC can no longer devote our limited volunteer resources to management and administrative duties. Therefore, the Ad Hoc Committee was formed a little over a year ago to address the question of who was going to perform these duties. After some consideration, it was decided to look into hiring an association management firm.

Marsha recapped the steps taken by the Committee throughout the summer which included canvassing firms, calling for proposals, and interviewing prospective candidates. She announced that after interviewing 3 firms the Committee recommended Kimball and Associates as the management firm. This choice was approved by both the Finance Committee and the Steering Committee. The Finance Committee has been charged with deciding how we are going to pay for this firm. It will cost MARAC over $30,000.00 for their management services. It was pointed out that the price tag is not that high in comparison to hiring separate individuals to perform each job (i.e. membership, conference work, etc.). However, the hiring of this firm will bring about an increase in our dues. The membership will continue to receive updates on the dues increase through the newsletter. A vote on a dues increase is scheduled in the spring.

The Ad Hoc Committee was disbanded after their report; however, we will continue to draw on their expertise. Janet Linde thanked the members of the Subcommittee responsible for interviewing/selecting the firm [Marsha Trimble, Jim Byers, Becky Collier, Karl Niederer, Ben Primer, and Diana Shenk] for their hard work. She also advised the membership to consult the members as necessary in considering this important decision.

8. **Awards**

A. Arline Custer Award- Catherine Keim

The winners are: 1st. prize, New York University and the City: *An Illustrated History* by Thomas J. Frusciano and Marilyn Pettit; 2nd prize, *The Common Wealth: Treasures from the Collections of the Library of Virginia*, edited by Sandra Gioia Treadway and Edward D.C. Campbell, Jr.; and honorable mention, *Self Works: Diaries, Scrapbooks, and Other Autobiographical Effects*, University of Delaware Library exhibition catalogue by L. Rebecca Johnson Melvin.

B. Service Awards- Rebecca Ebert

The following individuals were presented with awards: James Cassedy for his work with the Membership Development Committee; Lisa Mangiafico for her work with the Membership Development Committee; Jennie Guilbaud for her work with the Membership Development Committee; Tim Corliss for his work as co-chair of the Program Committee for the Wilmington Fall 1997 conference; Margaret Jerrido for her work as Chair of the Local Arrangements Committee for the Wilmington Fall 1997 conference; and Peter Wosh for his work as co-chair of the Program Committee for the Wilmington Fall 1997 conference. A special award was presented to Diana Shenk for her outstanding work over the years as MARAC Administrator.

9. **State College, PA (Penn State), Spring 1999 Meeting** - Local Arrangements - Jackie Esposito

Jackie Esposito presented a slide show highlighting the activities and tours awaiting attendees at next spring's conference. The theme of the conference will be Archives Under Construction. The conference will include sessions on architects, architecture, contractors, vendors, and how to survive the process of a new building, and also a technology program. The luncheon speaker will enlighten us on historic photography. The reception will be at the Palmer Art Museum. For sports enthusiasts there will be golf and tennis.

10. **Old Business**

None.

11. **New Business**

A resolution [written by the Hospitality Suite Closing Committee] was read by Jennie Guilbaud in honor of the [DC] Local Arrangements Committee:

We met a girl named Beth Joffrion
Who's left the Smithsonian
Her Special brand of arranging was grand;
The view of the dome,
Made us think we were in Rome.

Yes, the Ballroom was down in the cellar,
But the Russell Reception was stellar.
Most heard no go to Van Gogh
But the Hyatt made us crow
'Thanks' to those led by Marisa Keller.

Cassedy was a great host.
And it's not just an idle boast.
From the Olympic heights to the
Ticonderoga Fights,

Whereas to local arrangements we give a toast.

A second resolution [written by the Hospitality Suite Closing Committee] was read by Sue Hamburger in honor of the [DC] Program Committee:

Thanks to folks led by Susan McElrath
We learned to appraise Science and Math,
The experts showed us the right path.

Leonard gave us Jabbour and Wade,
Making music to great accolade.

In-size tips were given by Bates,
While Smith showed the Shaw was not too late.

Afro-American and archival science gave us great hope for future alliance.
We were exposed to records electronic,
which was by no means laconic.
Whereas this program led us all to see,
We give thanks to the Program Committee.

In addition, John LeGloahec of the current local arrangements committee presented a special award to the co-chairs of the committee, Beth Joffrion and Marisa Keller, for a job well done.

12. **Other**

A drawing was held to distribute prizes that were generously donated by the vendors at the conference.

13. **Adjournment**

The meeting was adjourned at 9:50 a.m.

Respectfully submitted,
Patrice C. Brown
MARAC Secretary

Microfilming of the Katharine Anne Porter Papers at the University of Maryland Is Nearing Completion

Preservation microfilming of the Papers of Katherine Anne Porter, funded by a grant from the National Endowment for the Humanities, is nearly complete. The University of Maryland Libraries currently have ninety-seven reels of microfilm that include the first four series of the Porter papers: Series I, Correspondence, 1880-1980; Series II, Writings, 1918-1979; Series III, Awards and Professional Activities, 1940-1976; and Series IV, Financial and Legal, 1906-1977. We expect to have the final eleven reels containing the remaining series that have been filmed-Series V, Personal, 1927-1977, and Series VI, Clippings, 1919-1980--by May 1999.

The microfilm edition of Series I through IV of the Porter papers is now available for research use in the Maryland Room in McKeldin Library. In addition, Series VII through XII are also open for consultation on site. Researchers may also gain access to the microfilm of the first four series of the papers through interlibrary loan at a research library near them. A researcher or qualified borrowing institution may initiate an interlibrary loan request through the institution's interlibrary loan department or by contacting Beth Alvarez directly.

To assist researchers who would like to use the microfilm off-site, Patty Rettig, the project archivist for the Porter papers, is mounting the new guide to the collection, which includes a reel inventory, on the Libraries' Web site (www.lib.umd.edu/UMCP/ARCV/kap/kaptofc.html) . Until the complete guide is available electronically, researchers can request paper copies of the guide. In addition, the required interlibrary loan request forms are available on the Web site (www.lib.umd.edu/UMCP/ARCV/ill.html)

To celebrate the completion of the microfilming, a new exhibit including memorabilia, photographs, books, and correspondence from the Libraries' Katherine Anne Porter holdings is now on display in the exhibit space adjacent to the Katherine Anne Porter Room. It includes 55 photographs, mostly portraits and snapshots of Porter, from the papers of Katherine Anne Porter that date from 1893 to 1975. Part of the exhibit highlights Porter's friendships with Eudora Welty, Flannery O'Connor, and Caroline Gordon, fellow Southern writers with whom Porter had significant relationships. Included are photographs taken by Welty in 1940, facsimilies of correspondence between Porter and the others, and books by Welty, O'Connor, and Gordon given as gifts to Porter.

The exhibit also features materials that illustrates the important role Mexico played in Porter's art and life. There are photographs taken by Porter and others that document her Mexican experiences and acquaintances between 1920 and 1931. Also on display are Mexican pottery and folk art she collected and a 1922 Miguel Covarrubias caricature of Porter. China, stemware, and silver serving pieces that Porter used in her various homes are the focus of another portion of the display.

The Porter Room is open to the public Mondays and Thursdays, from 1:00 to 4:30 p.m. during the academic year. During these hours, a cadre of trained volunteer docents provides informal tours. Anyone who wishes to view the Porter Room outside these hours should contact Beth Alvarez to make special arrangements.

EMPLOYMENT

As a service to the MARAC membership, the *Mid-Atlantic Archivist* publishes announcements about professional opportunities for archivists. The *MAA* reserves the right to decline or edit announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments.

There is no fee for publishing job opportunities; however, announcements from the MARAC region will be given priority. The deadlines for the *MAA* are December 1st, March 1st, June 1st and September 1st. Because the *MAA* is delivered via bulk rate, exact delivery dates cannot be guaranteed.

It is assumed that all employers comply with Equal Opportunity/Affirmative Action regulations.

University of Pennsylvania Museum of Archaeology and Anthropology

Archivist

The archival collections of the Museum focus on archaeological and anthropological field work and research, as well as the administrative and collections history of the institution from its foundation in 1887. Archival materials include 2000+ linear feet of textual records, 300,000+ photographic images (including a large collection of 19th-century Notable Photographers), and other special collections (maps, plans, art on paper, etc.).

Duties: Reporting to the Associate Director for Collections and Exhibitions, the Archivist is responsible for: developing and promoting the Archives to Museum staff, scholars, and the public; enhancing access and preservation of collections through current and emerging information technologies; administering the Archives and supervising professional and clerical staff (full-time Photographic and Reference Archivists, part-time work-study students and volunteers). Duties include policy development, grant-writing, budget administration, accessioning new materials, processing collections, computerization, providing reference services, and preservation of materials. A high priority is the planning for renovation of the historic facilities to meet archival standards

Qualifications: M.A. or M.L.S. degree with concentration in archives. Five years experience as a professional archivist. Archival certification preferred. Background in museum studies and/or anthropology and archaeology desirable. Demonstrated knowledge of archival principles, concepts, methodology, techniques, and procedures. Excellent oral, written, and interpersonal skills, and ability to communicate with diverse university community. Knowledge of information and imaging technology.

Salary: Starting approximately $35,000; excellent benefits.

To Apply: Applicants should send cover letter, résumé, and names, addresses and telephone numbers of three references to: Dr. Marilyn Norcini, Chair, Archivist Search Committee, University of Pennsylvania Museum, 33rd & Spruce Streets, Philadelphia, PA 19104-6324. Application deadline is April 15, 1999.

SPECIALIST II

As a member of the Schomburg Center's Manuscripts, Archives and Rare Books Division, arrange, describe and catalog manuscript collections; provide reference and information services to the public.

Master's degree in American History with coursework in and substantial knowledge of African American History and African Diasporan History; 2 years' experience working in an archival repository processing archival collections and creating finding aids; and demonstrated archival training. Knowledge of computer systems (Word/WordPerfect); MARC-AMC; and at least one foreign language (French or Spanish preferred).

Starting salary $32,511 and excellent benefits. Schedule Monday - Friday 9AM-5PM or 10AM-6PM, evenings and Saturdays as required. Please send resume to:

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Position Vacancy

Title: Visual Materials Archivist--1-year Mellon Foundation funded grant beginning July 1, 1999, based at the New York Historical Society Library.

Description: Process collections of architectural drawings, prints, photographs, and other visual materials relating to the history of New York and the United States. Create item-level databases and revise existing item-level cataloging. Identify items needing conservation or rehousing. Provide oversight and workflow management and coordinate the flow of materials for a digitization project. Supervise the work of one archival technician.

Qualifications: M.A. in architectural history, historic preservation, art history, or American history; demonstrated research skills; database experience; archival experience; ability to work as part of a team and to manage multiple complex processes simultaneously. Project management experience preferred; experience with photography or digital imaging desirable. Preference will be given to candidates with knowledge of American and/or New York history and experience working in humanities collections.

Salary: commensurate with background and experience. Minimum: $34,000.

The New-York Historical Society Library and New York University Libraries: The New York Historical Society Library affiliated with the New York University Libraries in June 1997. The New York Historical Society's research library is one of the oldest in the country, and a principal source for primary and secondary research in the study of New York history and life. Its collections encompass approximately 400,000 volumes; 7,000 linear feet of manuscripts, including diaries, letters, and military, political and business records; and an estimated one million items in its print, photograph and architecture collections.

To Apply: Send resume and letter of application, including names, addresses and telephone numbers of 3 references, by April 16, 1999 to: Janet Koztowski, New York University Libraries, 70 Washington Square South, New York, NY 10012.

NYU encourages applications from women and members of minority groups.

Project Consultant

The Brooklyn Historical Society seeks an experienced, innovative and technologically sophisticated archivist to work on a 15 month grant to provide expanded access at both the series and folder level to five core collections. The successful candidate will possess excellent written, oral and interpersonal skills and must be able to advise project staff concerning the description and creation of finding aids for project materials. He/she will also advise staff on two pilot projects namely, the creation of a school curriculum guide and creation of an on-line SGML (EAD/DTD) finding aid.

Required: M.L.S. or M.A.S. degree with five or more years of professional archival experience, familiarity with MARC AMC original cataloging of archival materials, familiarity with SGML (EAD/DTD) and HTML, working knowledge of historical research methodology, and experience with standard database and bibliographic tools.

Salary: $350 a day three days minimum

Application: Send resume, cover letter, and the name and address of three professional references to: Michell Hackwelder, Director Brooklyn Historical Society Library, 128 Pierrepont Street, Brooklyn, NY 11215. tel: (718) 624-0890, fax: (718) 875-3869, email: bhs@panix.com. Applications will be accepted until the position is filled.

Michell Hackwelder, Brooklyn Historical Society, 128 Pierrepont Street, Brooklyn NY 11201, (718) 624-0890, fax (718) 875-3869

Project Archivist

The Brooklyn Historical Society seeks an experienced, innovative and technologically sophisticated archivist to work on a 15 month grant to provide expanded access at both the series and folder level to five core collections. The successful candidate will possess excellent written, oral and interpersonal skills and must be able to perform all necessary arrangement, description and creation of MARC records for project materials. He/she also acts as a liaison with archival authorities and other experts relevant to the project. The project archivist will also work with staff on two pilot projects, namely, the creation of a school curriculum guide and creation of an on-line SGML (EAD/DTD) finding aid.

Required: M.L.S. or M.A.S. degree with three or more years of professional archival experience, familiarity with MARC AMC original cataloging of archival materials, familiarity with SGML (EAD/DTD) and HTML, working knowledge of historical research methodology, and experience with standard database and bibliographical tools.

Salary: $36,000 plus benefits

Application: Send resume, cover letter, and the name and address of three professional references to: Michell Hackwelder, Director Brooklyn Historical Society Library, 128 Pierrepont Street, Brooklyn, NY 11215. tel: (718) 624-0890, fax: (718) 875-3869, email: bhs@panix.com mail to: bhs@panix.com Applications will be accepted until position is filled.

MARAC Service Award Nomination

*Nominations are being accepted for MARAC Service Awards. If you wish to nominate a deserving individual fill out the form below. Deadline: April 12, 1999, 5:00 p.m. The Award will be given at the Spring or Fall MARAC meeting following review of the nominations by the Outreach and Steering Committees. (**Note**: The Distinguished Member Award and the MARAC Service Award are two separate awards.)*

Name of Person to be recognized. Record name as it should appear on the certificate. Check spelling of name and proper form of name (nicknames, etc.)

Outstanding service performed by individual (Provide specific details prepare draft for text of certificate):

Submit to Outreach Committee THREE weeks before Fall and Spring Conferences.

Sharon Pullen, Rockefeller Archive Center, 15 Dayton Avenue, Sleepy Hollow, NY 10591, General phone: (914) 631-4505, Direct phone: (914) 366-6319, Fax: 914 (631) 6017, email: pullens@rockvax.rockefeller.edu.

For Outreach Committee use, record date of action, decisions made

Outreach Committee Review -

Steering Committee Review -

Information given to MARAC archivist for preparation of certificate
(six to eight weeks before the meeting)

Completed certificate given to Outreach Committee for presentation:

Date presented: _____

Submitted by: _____

Presented at ☐ Spring _____
☐ Fall _____

Date: _____

Detach and mail to Sharon Pullen, Rockefeller Archive Center, 15 Dayton Avenue, Sleepy Hollow, NY 10591

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Penn State University
University Park, PA 16802

MARAC Archives
c/o Curator -- Archives
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College Park, MD 20742

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The *Mid-Atlantic Archivist (MAA)* is the quarterly newsletter of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia, and the District of Columbia. MARAC seeks to promote the professional welfare of its members; to effect cooperation among individuals concerned with the documentation of the human experience; to enhance the exchange of information between colleagues working in the immediate regional area; to improve the professional competence of archivists, curators and of textual, audio-visual and related special research collections, and of records managers; and to encourage professional involvement of persons actively engaged in the acquisition, preservation, bibliographic control, and use of all types of historical research materials. Individual yearly membership dues are $15.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase subscriptions to *MAA* at $15 per year. Membership applications should be addressed to: Diana Shenk, W313 Pattee Library, Penn State University, University Park, PA 16802, Tel. (814) 863-2505, Fax (814) 865-3665, Electronic Mail: dxs@psulias.psu.edu. Send material for *MAA* publication to: Charles B. Greifenstein, Library of the College of Physicians of Philadelphia, 19 S. 22nd St., Philadelphia, PA 19103-3097, Tel. (215) 563-3737 x275 or x297, Fax (215) 569-0356, Electronic Mail: greifenstein@collphyphil.org. Deadlines are the first of March, June, September and December.

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